

The City Of
Vacaville
Is Seeking
A Creative,
Collaborative
Human Resources
Director



THE COMMUNITY

The thriving, vibrant City of Vacaville is located in northern Solano County, midway between Sacramento and San Francisco. The city limits encompass approximately 27 square miles of scenic landscape bordered by rolling hillsides. Nearly 100,000 residents call Vacaville home. Since the 1960's, Vacaville has transformed from a small agricultural community into a dynamic city, but remains a "small town at heart", with residents priding themselves on a friendly atmosphere and high level of community involvement. Major employers include Genentech, whose Vacaville campus will provide 1,500 jobs in the growing biotech industry when their expansion project is completed in 2009.

Vacaville provides an ideal setting in which to live, work, and play. As one of California's most attractive family communities, Vacaville offers affordable housing, high quality schools, a wide variety of programs for youth, and numerous community events. Vacaville is a safe community, enjoying the third lowest crime level in California when compared to cities of similar size. The ideal geographic location provides numerous "day trip" opportunities to visit beaches, redwoods, wine country, San Francisco, or Lake Tahoe. Arts and entertainment options and outdoor pursuits abound in the immediate area as well. Residents and visitors enjoy strolling, dining, or just relaxing in the revitalized historic downtown, with its scenic Creekwalk and recently completed Town Square. A thriving retail district along Interstate 80 offers excellent shopping options, including one of the largest factory outlet complexes in the state. The community has one existing hospital, a large medical clinic and Kaiser is slated to open a hospital in 2009. A recent survey found that 95% of residents rate Vacaville as a "good" or "excellent" place in which to live.

THE CITY ORGANIZATION

Vacaville is a general law city incorporated in 1892 and governed by a five-member City Council that includes the Mayor. The Council is elected at-large to four-year staggered terms. The Council appoints the City Manager and the City Attorney, while the City Clerk and City Treasurer are elected to four-year terms. City staff enjoy a mutually positive, professional, and respectful relationship

with the Council. The City has four council-appointed commissions: Planning Commission, Housing & Redevelopment Commission, Community Services Commission, and the Commission on Aging.

The City is a full-service municipality with 582 full-time positions and several hundred part-time and seasonal employees assigned to the following departments: Police, Fire, Public Works, Community Development, Housing & Redevelopment, Community Services, Finance, Human Resources, City Attorney's Office and City Manager's Office.

The City organization is committed to providing outstanding customer service and maintaining Vacaville's sense of community. Core values include responsiveness, inclusiveness, innovation, and accountability. These values are manifest in numerous partnerships with the community and within the organization. A collaborative relationship with employees is seen as fundamental to achieving the city's mission. Employee advisory committees, management-labor cooperative committees, an active employee recognition program, and an extensive leadership development program are all indicative of the value that the organization places on its employees and their role as partners in enhancing the quality of life in the community.

As a result of this commitment to customer service, the city organization enjoys a very high level of community support. When surveyed, 81% of residents said that their city government does a "good" or "excellent" job of providing services, and 92% described city employees as courteous and helpful. In November 2005, residents affirmed their confidence in their city by passing Measure G, which allows the city to continue an existing tax, helping to ensure that existing services to the community can be maintained.



HUMAN RESOURCES DEPARTMENT

In recent years, Human Resources has been a division of the Administrative Services Department. A reorganization has expanded the scope of Human Resources and established it as a separate department, with the Director reporting to the City Manager and serving as an integral member of the City Manager's executive team. Functions within the Human Resources Department will include employee relations, recruitment, classification, salary and benefits administration, workers compensation, risk management and safety programs, employee training, leadership development, succession planning, and organizational development. The new department will have ten full-time and three part-time positions.

The City does not operate under a civil service system. The organization has five employee unions (Vacaville Police Officers Association; Vacaville Firefighters Association Local 3501; Vacaville City Employees Association; Operating Engineers – Stationary Engineers Local 39; and Vacaville Managers Organization) and four additional bargaining units. All existing labor contracts are multi-year agreements, but all will be expiring in late 2006 or in 2007.

ISSUES AND PRIORITIES FOR THE HUMAN RESOURCES DIRECTOR

In preparation for the recruitment of a Human Resources Director the City Manager has identified the following key priorities that will need to be addressed by the successful candidate:

- **Manage Labor Relations Issues**

City leaders and recognized labor organizations are committed to a positive employee-employer relations environment. Therefore, it is critical that the Director take a proactive and constructive approach to employee-employer relations with an emphasis on problem solving and cooperation. The Director oversees the labor negotiation process and team and it is anticipated that the city's contract labor relations consultant (IEDA) will once again serve as chief spokesperson in 2006-2007 when the various MOU's expire.

- **Serve as an Advisor**

The Director will be expected to serve as a technical consultant, advisor and confidant to executive staff and employees. This role is extremely important to the organization and must be assumed with competence by the new Director. Internal customer service is of paramount importance.

- **Institute Process Review and Redesign**

The City is reviewing all operations to ensure that City services are efficient and meet the needs of all City customers. The new Director will lead a review of all Human Resources Department systems and procedures in a continuous improvement model.

- **Workforce Development**

Attracting and developing a highly qualified workforce is a top priority for the organization, particularly as many long-term employees approach retirement age.

The new Director will be expected to lead this effort.



IDEAL CANDIDATE

The ideal candidate is a well-rounded human resources professional with substantial human resources experience in the public sector. Ideal candidates will have demonstrated the ability to cultivate effective working relationships and establish a high degree of credibility with other members of the executive team, employee groups, department staff, and elected officials. Candidates with proven success as a leader in a dynamic environment will be considered highly competitive.

A bachelor's degree from an accredited college or university in a related field is required, with a master's degree highly desirable. Ideal candidates will have knowledge of laws, regulations, and court decisions related to human resources, along with solid experience and understanding of recruitment and selection, employee and organizational development/training, classification, pay and benefits administration, performance evaluation and measurement, risk management and safety, insurance programs, and employee relations.

The management style and other important qualities and skills that the City Manager is seeking in the Director of Human Resources include:

- Embraces the city's philosophy and can sustain and support its core values
- Approachable, empathetic, open-minded, and a good listener who can communicate effectively with a wide spectrum of stakeholders
- Collaborative style, effective at developing partnerships
- Strong interpersonal skills
- Creative problem-solver, capable of resolving conflicts and empowering others to do so
- Committed to employee development and training
- A strategic thinker, able to anticipate and identify issues, evaluate potential impacts, and develop a plan of action
- Exhibits strong analytical skills, seasoned judgement, and a common sense approach

- Ability to serve as a contributing member of the executive team and advisor to the City Manager
- Demonstrates integrity and accountability

Additional attributes expected of the new Human Resources Director are:

- Open and accessible
- Excellent oral and written communication skills
- Strong customer service orientation
- Calming demeanor in conflict situations
- Inspires and empowers staff and holds them accountable
- Comfortable with a position that has very broad parameters of responsibility and requires a keen sense of judgment
- Assists departments in accomplishing their goals and is diplomatic in working across departmental lines
- Willing to take calculated risks and attempt innovative approaches to issues
- A team player who is at ease serving as a consultant to the executive management team
- Committed to equal opportunity employment
- Politically astute
- Composure, self control and a sense of humor
- Flexibility
- High ethical standards

COMPENSATION AND BENEFITS

The annual base salary range for this position is \$117,774 to \$143,155. The City also offers an outstanding benefit package including 2.7% @ 55 Cal-PERS/PARS retirement formula, city-paid retiree medical, 5.8% department head incentive pay (included in the stated salary range) and 5% performance incentive pay potential.

Vacaville's highly competitive supplemental benefit program includes generous vacation, sick leave and administrative leave allowance, retiree health coverage, health, dental and disability benefits, and city-paid life insurance.



APPLICATION AND SELECTION PROCESS

If you would like to be considered for this truly outstanding position, please submit your resume, indication of current salary, and a list of three work-related references to the consultants. Your resume should reflect the size of budget and staff you have managed and should also indicate both months and years of beginning and ending dates of positions held. Forward your materials to:



David Harris
CPS EXECUTIVE SEARCH
241 Lathrop Way
Sacramento, CA 95815
Tel: 916-263-1401
Fax: 916-561-7205
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

The final filing date for the position is Friday, March 3, 2006. Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates who best fit the profile will be invited to participate in a preliminary interview process by mid-March. The City will interview finalists in mid-April. References will not be contacted until a mutual interest in the position has been established. The City expects to make an appointment by late April or early May.

To learn more about the City of Vacaville or the Human Resources Department, please visit www.cityofvacaville.com.